



TOWN OF HUDSON

Municipal Utility Committee

David Shaw, Chairman Marilyn McGrath, Selectmen Liaison



12 School Street • Hudson, New Hampshire 03051 • Tel: W- 603-886-6002/ S- 603-886-6029 • Fax: W-603-881-3944 / S -603-816-1294

Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: March 21, 2023

Member Attendees:

Dave Shaw, Chairman
Bill Abbott
Dan O’Brien
David Leary

Staff:

Barbara O’Brien, Water Utility
Donna Staffier-Sommers – Sewer Utility

Absent- excused:

Dawn Lavacchia, Vice Chairman
Karl Huber, Alternate
Elvis Dhima, Town Engineer
Marilyn McGrath, Selectman Liaison

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Tuesday, March 21, 2023 at 7:00pm in the Buxton Meeting Room at Hudson Town Hall, 12 School Street Hudson, NH. Donna Staffier-Sommers provided secretarial duties. The meeting scheduled for February 21, 2023 was postponed because of a light agenda.

1. Acceptance of minutes

The minutes of the January 17, 2023 Municipal Utility Committee meeting were reviewed with no comment.

Motion made by Bill Abbott; second by Dan O’Brien to “accept the meeting minutes for meeting dated January 17, 2023, as written.” Motion carried.

2. Financial Status – Water Utility

A – B. The Expenditure & Revenue for January & February 2023 were reviewed. The Committee noticed that the February expenditures report shows the budget as being at 91% spent and it should be closer to 60%. Why?- *Encumbered purchase orders are at 1.2 million so the actual budget spent is 66% through February (3,204,065 ÷ 4,828,084 = 66%)- dlss*

At the last meeting, Elvis informed the Committee that there will be a \$400,000 credit coming from Pennichuck Water for an over charge. The Committee couldn't find anything to indicate monies were received. - *Spoke to Elvis. This will be spread out over a twelve-month period.-dlss*

C. No cash flow report was provided.

D. Whitewater reports January & February 2022

Bill requested an explanation of the safety items listed in the January report on page 7 and February report on page 8. – *spoke to Elvis. The remote transmitting unit is not reading correctly. It needs to be recalibrated and reprogramed.-dlss*

3. Old Business- Water Utility - None

4. New Business – Water Utility

A. Water Policy review

At the January meeting, the Committee decided to look over the Water Policy and bring their recommendations to this meeting. Bill Abbott and Dave Leary noted some items for review:

- Page I-6 Fill in the date: **28th day July 2020.**
- Page I-5 Section D1.d- Alternate shall meet the qualifications described in a. or **b.** above.
- Page I-27 Last sentence needs a period.
- Page I-28 Item V.A: Combine the two sentences.
- Page I-29 Section D: This is one long sentence. Can it be broken up?
- Page I-32 Item IX Reporting Agents, second paragraph: Reword to

say: The Town *may have three resident volunteer reporting agents approved by the Board of Selectmen.*

- Exhibit 6 Item 15 Water Hydrant Fee/Fire Access Charge:
The rates chart is a duplicate of the chart shown in Exhibit 2 “Schedule of Rates & Fees” Item 3 Fire Service.

Because some members were absent, the Committee will continue review at the next meeting in order to hear input from the others.

5. Financial Status – Sewer Utility

A-B The Expenditure and Revenue reports for January & February 2023 were reviewed.

Bill asked about the \$316.78 credit shown on line 5564-625 inflow/infiltration study. Why is there a credit? – *spoke to the Town Accountant. A charge was incorrectly posted to this account in 2021 and then corrected in this budget-dlss*

Donna noticed that we have not received the bill from the City of Nashua for Hudson’s share of capital expenses of the Nashua wastewater treatment plant. We typically receive this in the fall. She will reach out to them.

C. No cash flow report was provided.

6. Old Business – Sewer Utility - None

7. New Business – Sewer Utility

A. Abatement – S-UTL-23-06 Town/Tate 14 Howard Dr. m/l 160-105 #3693

The applicant requests abatement of sewer charges of \$130.29. The property has sewer access but is not connected to sewer and was incorrectly billed a flow and meter charge. The July, Oct 2022 & Jan 2023 billings totaled \$202.08 minus the 3 quarters of access fee of \$71.79 = \$130.29 overbilled.

Motion made by Dan O’Brien; second by David Leary “to recommend the Board of Selectmen approve abatement S-UTL-23-06 in the amount of \$130.29 for the reason given.” Motion carried.

B. Sewer policy review

Jim Lavacchia, Highway Supervisor, reviewed and made recommendation for changes and updates to the policy book. Copies of his “marked up” version were provided for the Committee members.

The Committee began review of the Sewer Policies and Procedures and first looked over the Preamble. In places where the Sewer Utility Committee is mentioned, it is to be replaced with Municipal Utility Committee. There were some questions about the references to the Ordinances and which ones have been superseded. Donna will look into.

The Committee began to look over Section I. regarding Sewer Utility Authority and membership. There were some inconsistencies regarding the number of members shown because it started out as a 7 member Committee and then was changed to a 5 member Committee and an alternate.

The Committee plans to review the membership as shown in the Water Utility Policy and potentially use that verbiage in the Sewer Utility Policy. Donna is to check to see if all responsibilities noted in the Sewer Utility Policy are part of the Water Utility Policy.

8. Informational

The Committee received copies of clearing interfund transactions made from the sewer funds to the general fund and another of water to sewer. The Committee also favorably noted the informative back up info that came with them.

9. Remarks by Selectman, members and staff

Barbara – Water shut off letters went out this week. There were 119 on the list.

Dan- Happy Spring!

The next meeting is scheduled for Tuesday, April 18, 2023 at 7:00 pm. in the Board of Selectmen meeting room at Town Hall.

Motion by Dave Leary; second by Dan O’Brien to adjourn at 8:37 pm. Motion carried.

Donna Staffier-Sommers
Sewer Utility Administrative Aide

